

**MINUTES OF THE
HANOVER BOROUGH COUNCIL WORKSHOP/
FINANCE & PERSONNEL COMMITTEE MEETING
April 21, 2021**

Chairperson Dr. Rupp called the Hanover Borough Council Workshop & Finance & Personnel Committee meeting to order Wednesday Evening, April 21, 2021 at 7:00 PM, as advertised, in the Hanover Borough Municipal Building, 44 Frederick Street, Hanover, PA, as advertised. Community Media was present to conduct a video and audio of the meeting via zoom presentation for all citizens to have access.

Attendance: The following Council Members were present: Mr. Chesney, Mrs. Funk, Mr. Hegberg, Mr. Hoover, Mr. Kress, Mr. Lockard, Ms. Pranses, Mr. Reichart, Mr. Roland and Dr. Rupp; Solicitor Shultis, and Mayor Whitman; Solicitor Shultis; and Staff Members Fire Chief Clousher, Public Works Supervisor Grimm, Manager Dunford, Secretary Felix, Planning & Engineering Director Mains, Police Chief Martin, Finance Director Miller and Interim Library Director Moul.

PUBLIC COMMENT – None was presented.

CONSENT AGENDA

It was moved Mr. Chesney, seconded by Ms. Pranses to move the approval of the following items on the consent agenda to the Council agenda for approval:

- a. Minutes: Approval of Minutes March 17, 2021
- b. Finance Reports:
 - i. Approve Bills for Payment
 - ii. Accept Monthly Financial Statement
 - iii. Accept Report of Monthly Investments
- c. Business and Mercantile Privilege Taxes: 1) Approve extension of the filing deadline from April to May; 2) Abate penalty/interest for 2021 returns filed by May.
- d. UPMC Hanover RACP Grant: 1 To ratify actions of the Borough Manager in approving the Borough's submission of a \$2.5 million Redevelopment Assistance Capital Program (RACP) grant application on behalf of UPMC Hanover for development of a secure behavioral health/crisis suite and 2) To approve a Resolution for the Borough to serve as the public applicant for the grant, and a Cooperation & Indemnification Agreement with UPMC Hanover to establish the Borough's limited involvement in this project.

- e. Water Service Agreements-Approval:
 - i. Stonewicke Residential Development (Phase III) – Penn Twp.
 - ii. South Heights Residential Development – Penn Twp.
 - iii. Residences on Church Residential Development – Conewago Twp.
- f. Fireworks: Approve a contract with Bixler Pyrotechnics at a cost of \$11,499 paid from the General Fund.
- g. Memorandum of Understanding with AFSCME – W: Approval to add the position of Administrative Assistant at a starting rate of \$18 per hour to the recognition section of the collective bargaining agreement
- h. Falyn Morningstar Tuition Agreement – Revised Guarantor
- i. Special Event Permits – Main Street Hanover

Mr. Roland made an amended motion to approve the Consent Agenda with the exception of “h” for further discussion. The motion died for lack of a second.

After clarification that the guarantor was the only item changed, the Committee agreed there was no need to exclude the item from the approval.

It was moved by Mr. Roland, seconded by Mr. Hoover to move the approval of the original consent agenda, as stated to the Council agenda. Motion carried.

PRESENTATIONS

2020 Audit: Hamilton and Musser – Finance Director Miller introduced Mr. Nick Shearer, CPA, CGFM, CFE, Audit Director from Hamilton and Musser who was present virtually, and reviewed the 2020 Hanover Borough Audit via a PowerPoint presentation. He noted that the Borough received a “clean” unmodified opinion, and noted the potential impacts of COVID 19. Mr. Shearer thanked Hanover Borough Council staff for their support, and especially Finance Director Miller and his staff for the great preparation. Please email Mr. Shearer or Finance Director with any questions or concerns. The hard copies of the audit books should arrive in the near future and will be distributed to Council. Mr. Roland asked about GASB compliance, and Finance Director Miller indicated that he has the systems in place for the GASB planning process.

Report of the Police Chief – Police Chief Martin was asked to give an update and overview of the Department’s goals, challenges, etc. for Council. He stated there are currently 26 full time personnel, and 24 of them are sworn officers, with 1 part time evidence technician. The Department is down to 24 officers from an all-time high of 26. The hiring process takes 1.5 to 2 years to place an officer on the street. The part time evidence tech is expected to retire in the near future.

Chief Martin reviewed the vehicles used by the Police Department, which are in operation 24-7, and are utilized to their maximum by the time they are turned over to another department or traded in.

Current challenges include speeding issues and drug activity; and new Federal and State mandates.

Goals include drug task force investigations; completion of the accreditation process which is expected to be finalized in early 2022.

The evidence room was recently purged, and bar codes were implemented.

Part 1 crimes were down and Part II crimes are increasing; drug arrests are also increasing, with Narcan used 7 times and 4 overdose deaths. Vehicular accidents are up, and traffic enforcement and community policing programs are currently being done.

16 personnel had COVID vaccinations.

Chief Martin thanked Council for the opportunity to speak this evening and asked for any questions.

President Reichart asked what personnel needs Chief Martin would like to see. Chief Martin responded that 2 detectives and an evidence technician would be very much appreciated.

President Reichart asked for Chief Martin to comment on the availability of qualified candidates. Chief Martin stated that in the past the Consortium had 700+ candidates, and January 2021 there were only 120 applicants for the written test. Hanover competes with other police departments within the consortium.

Dr. Rupp would like to see diversified gender and ethnicity in the department personnel.

Council thanked Chief Martin for his report.

Report of the Fire Chief – Fire Chief Clousher was asked to give a report on the Fire and Rescue Commission. He thanked Manager Dunford and Council for the opportunity to speak this evening. Chief Clousher described the history of the formation of the Hanover Area Fire and Rescue Commission which began in 2014 and had their first meeting in January 2017.

Challenges include the development of an intermunicipal agreement. President Reichart and Councilman Lockard currently serve as Borough representatives on the Commission Board. Penn Township also has 2 representatives; 2 volunteers serve as representatives, and there is one citizen, Bert Elsner, comprising the 7 members on the Commission. There are 3 collective bargaining units for personnel – the Borough, Penn, and EMS Personnel.

Goals include fostering more cooperation within departments and to increase visibility.

Chief Clousher asked for questions or comments.

Dr. Rupp thanked Chief Clousher and the Christmas Committee for coordinating Santa on the fire trucks in the neighborhoods for the children, in lieu of the temporary closure of the Santa Cabin due to COVID 19, during the Christmas season.

The Committee thanked Chief Clousher for his report.

FINANCE, PERSONNEL AND ADMINISTRATION

First Quarter Goals Report – Dr. Rupp thanked Manager Dunford for her report and Council and staff for their support and team effort in the fulfillment of goals. If there are any questions, please contact Manager Dunford.

2020 Budget to Actual Revenue and Expense Report – Finance Director Miller reviewed the Budget Report. He clarified that the drop in general fund revenue referenced by the auditor's report from 2019 to 2020 was primarily in the library fund, due to a downtrend in donations and fundraising activities. He noted that in 2020, earned income decreased somewhat, as well as local service taxes, and that there were 500 fewer employees paying the local services tax than in 2017.

Finance Director gave an overview of the 2021 budget, noting the budgetary shortfall that was expected. Fees continue to be analyzed and adjusted according to the cost of service as relating code is evaluated.

The initial budget message for next year will be ready in May 2021. The budget package will be extensive; please let Finance Director Miller know if there are any comments or concerns.

COVID – Re-opening Borough Building for Public Meetings; Continue Recording and Streaming: It was moved by Ms. Pranses, seconded by Mr. Hoover to approve moving the approval for opening the Borough Building to the public for public meetings beginning in May and continue recording and streaming of Borough Council Regular and Workshop Meetings by Community Media, to the Council agenda. Motion carried.

Sewer Infiltration and Inflow Operating Supervisor: It was moved by Ms. Pranses, seconded by Mr. Roland to move the approval for fulfillment of an upcoming vacancy at a starting hourly rate of \$29.99 to the Council agenda. Motion carried.

Manager Dunford noted this is a union position and will be posted and advertised if the position cannot be filled in-house. Mr. Roland asked for an overview of the I and E expenses and goals; Manager Dunford will provide same.

Library: Vacant Positions: Interim Library Director Moul explained that a full time cataloging employee will retire in May; the part-time Children's Library Assistant position remains vacant; and a marketing employee will reduce hours to part-time. The net effect of these changes has reduced staff hours by 80 hours per week. It is requested to hire 2 part time employees at 20 hours per week to replace 40 of those hours.

Mr. Roland asked when the library plans to reopen in full. Mrs. Moul replied possibly in June but COVID cleaning is still necessary, and capacity is limited. Programs will need to be held out of doors or virtually.

It was moved by Ms. Pranses, seconded by Mr. Chesney to move the approval for filling two recently vacated full-time positions with two part time positions to the Council agenda. Motion carried.

Recreation Director: The position of recreation director remains vacant, as the position was unable to be filled in-house. Various schools and colleges were contacted for potential applicants, but there was no interest. Manager Dunford would like to increase the salary from \$10 per hour to \$14 per hour. Another option would be to explore the idea of partnering with the YWCA to manage the program. The intent would be to retain our playground personnel which consists mainly of high school students and to seek management of the program. There was consensus among the Committee to explore partnering with the YWCA and to move the approval of a resolution establishing an hourly rate of \$14 for the recreation director to the Council agenda.

Strategic Management Plan Project:

Manager Dunford thanked Council for completing the study for a strategic management plan, noting that this study recommended a Human Resource initiative for a job classification and market study; along with preparation of a classification and compensation plan for 33 non-union positions. Finance Director Miller noted this study was included in the 2021 budget. The proposed contract would be with NJ Hess at a total cost of \$30,000; net cost to the Borough is \$15,000.

Mr. Roland questioned the need for a human resource study, noting the human resource manager position that was recently created. He suggested a comparison among other municipalities. Manager Dunford explained that this effort would create too much of a workload for the new HR manager, and is not a practical solution.

It was moved by Mr. Reichart, seconded by Ms. Pranses to move the approval of the contract with NJ Hess for a human resources job classification and market study, and preparation of a classification and compensation for 33 non-union positions at a total cost of \$30,000, contingent on 50% grant funds leaving a net cost to the Borough of \$15,000, to the Council agenda. Mr. Roland voted in opposition to the motion. Motion carried.

Historical Documents – Secretary Felix explained that the documents to be scanned are the Borough's oldest and extremely fragile (some over 200 years) and they total 6 large bound books of resolutions and ordinances; 1 bound volume of agreements; 2 published books of ordinances and an envelope of unnumbered ordinances. The company is a COSTARS member, and recommended by the Pennsylvania State Association of Boroughs and the Pennsylvania State Association of Township Supervisors, and is familiar with Pennsylvania Historic and Museum Commission regulations on municipal archives.

It was moved by Ms. Pranses, seconded by Ms. Funk to move the approval of the contract for archival scanning of historical documents in the amount of \$3,900 from Scantek Infomanagement Solutions to the Council agenda. Motion carried.

Director of Water Resources: It was moved by Ms. Pranses, seconded by Mrs. Funk to move the approval to fulfill a new position for a Director of Water Resources, to the Council Agenda, as recommended by the Water & Sewer Committee. Motion carried.

It was moved by Mr. Reichart, seconded by Mrs. Funk to move the approval of a contract with LMI at \$1,640 per month for an estimated 3 months for a total of \$4,920 for personnel recruitment, job analysis, advertisement, screening, assessment testing and related services, for the Director of Water Resources position. Motion carried.

WATER AND SEWER COMMITTEE

Sheppard-Myers Dam Rehabilitation Project: Mr. Roland questioned the need for the rehabilitation of the dam. There was discussion among the Committee, noting years of engineering analysis and the years of DEP demanding the rehabilitation of the existing dam. If the dam is not rehabilitated at this point, the dam would need to be breached at significant cost, and a significant water source would be forever lost. There are many contingencies that include the need for the dam's water supply in relation to the DEP water allocation permit, which would affect the entire water system. It was moved by Mr. Reichart, seconded by Ms. Pranses to move the award of the contract to KC Construction for the Sheppard Myers Dam Rehabilitation Project in the amount of \$10,847,975 to the Council agenda. Mr. Roland voted in opposition to the motion. Motion carried.

It was moved by Mr. Reichart, seconded by Ms. Pranses to move the approval for the authorization of the execution of Change Order #1 to KC Construction for the Sheppard Myers Dam Rehabilitation Project resulting in a decrease in contract amount of

\$1,032,904.00 to the Council agenda. Mr. Roland voted in opposition to the motion. Motion carried.

Water Meters:

It was moved by Mr. Reichart, seconded by Ms. Pranses to move the approval of a contract with Gannett Fleming in an amount not to exceed \$48,000 for project development and management of a water meter upgrade. This would be an alternate to a performance management contract, which is better suited for energy savings projects.

Finance Director Miller noted this is the first step in the effort to evaluate an upgrade to the smart water meters, and does not bind the Borough to move ahead with new infrastructure or technologies without further approvals.

Motion carried.

The need to meet meter replacement obligations is mandated by the PUC, and the Borough's inventory of meters have been repaired, reused and reserviced extensively throughout the system for many years, making the need for newer meters a priority, to ensure accurate readings and relating water revenue. It was moved by Mr. Reichart, seconded by Ms. Pranses to approve an increase in 2021 water budget for water meter replacements from \$150,000 to \$355,000.

Motion carried.

LIBRARY DEPARTMENT

Inter-Board Library Work Group: The Committee took no action at this time, further review is required.

PLANNING AND ENGINEERING DEPARTMENT

Capital Project: Tanger Building Capital Improvements - Mr. Mains noted of the \$24,567 total cost of the following 2 projects, 70% will be funded from the Water Funds and 30% from the Sewer Funds:

It was moved by Mrs. Funk, seconded by Mr. Lockard to move the authorization and execution of a contract with BFPE International at an estimated cost of \$16,576 to replace 640 sprinkler heads at the Tanger Building to the Council agenda. Motion carried.

It was moved by Mrs. Funk, seconded by Mr. Chesney to move the authorization and execution of a contract with BFPE International at an estimated cost of \$8,927 to provide

and install various strobes, fire alarm panels, pull stations, smoke detectors and temperature sensors at the Tanger Building to the Council agenda. Motion carried.

Capital Project: Tanger Building Equipment Shed: Mr. Mains explained that the kit for the equipment shed was purchased last year and will replace an existing building on a concrete slab. Telephone quotes were received for the cost of installation. Mr. Mains pointed out the value of purchasing the kit in 2020 due to extensive price increases of materials.

It was moved by Mrs. Funk, seconded by Ms. Pranses to move the authorization and execution of a contract to erect the pole building kit at 222 High Street to Waggoner Construction in the amount of \$20,150, financed through the water and sewer funds, to the Council agenda. Motion carried.

Capital Project: Mr. Mains explained that Water Department staff solicited proposals for this critical replacement of five (5) turbidimeters at the Water Filtration Plant. It was moved by Mrs. Funk, seconded by Ms. Pranses to move the approval for the replacement of five (5) Turbidimeters at the Water Filtration Plant at a cost of \$14,531.75 from the Hach Company to the Council agenda. Motion carried.

Update on bids to be awarded on April 28, 2021 – the following bid awards will be on the Council agenda:

- Water Department Materials & Supplies – Opened April 12, 2021
- Hay Harvesting Watershed – Opened April 12, 2021
- Water System Lining Bids – Opened April 20, 2021
- Timber Bids Watershed – to be opened April 28, 2021
- Hay Harvesting Landfill Site – to be opened April 28, 2021

Zoning Ordinance Update on County Review – Solicitor Shultis noted the proposed Zoning Ordinance was forwarded to the York County Planning Commission for review. Comments were received this morning by the Solicitor, which included 4 pages; they will be forwarded to Council members for review. The Borough will be in contact with the planner to move forward with addressing comments at a future date. Mr. Mains stated the County Planning Consultant will be available to help the Borough to develop a strategy to implement the desired comments in the future.

Mr. Hegberg questioned the nature of the comments. Mr. Mains stated there are some mapping issues, and comments relative to medical marijuana and group housing.

Hanover Borough Council will hold a public hearing on May 6, 2021 for additional comments from the public.

FIRE COMMISSION / FIRE CHIEF: Fire Chief Clousher explained that a 30 year veteran firefighter recently retired, and the current Firefighter Eligibility List through the Civil Service Commission will expire in June. There are a total of 15 firefighters, with 5 serving on 3 shifts. This firefighter is needed to cover sick leave and vacation to avoid the payment of overtime which could be extensive if the position is not filled. A new firefighter requires 1 to 1.5 years of training.

Dr. Rupp asked what the cost would be for a firefighter. Chief Clousher replied the starting salary is \$45,000. There is a 25% increase from the first to the second year. The retired firefighter was at \$68,000.

Fill Vacancy in Fire Department – It was moved by Ms. Pranses, seconded by Mr. Roland to move the approval of the recommendation to fill the firefighter vacancy and refer to the Civil Service Commission for action, to the Council agenda. Motion carried.

New Civil Service List – It was moved by Mr. Reichart, seconded by Mr. Chesney to move the recommendation for approval to create a new Civil Service Eligibility List with Penn Township and to refer to the Civil Service Commission for action, to the Council agenda. Motion carried.

Fire Chief Clousher thanked Council for their support this evening.

PUBLIC SAFETY COMMITTEE: Public Works Director Grimm noted the following items were recommended by the Public Safety Committee:

Downtown Traffic Study – Mr. Grimm noted the traffic study was required by PennDOT in the effort to remove the remaining advance crosswalks and signals from Center Square. It was moved by Mr. Roland, seconded by Mr. Hoover to move the approval for submission of the traffic study to PennDOT to seek authorization of traffic signal and crosswalk improvements. Motion carried.

No Parking in Hospital Zone - Mr. Grimm noted the hospital will absorb the cost for the signage to restrict parking in the area of the Hospital. It was moved by Mr. Hoover, seconded by Mr. Chesney to move the approval to Advertise the Ordinance to restrict parking in the Charles Street area, to the Council agenda. Motion carried.

PLANNING COMMISSION RECOMMENDATIONS: Mr. Mains explained there are 2 subdivision plans that were recommended by the Planning Commission:

20 McKinley Ave: It was moved by Mr. Roland, seconded by Mrs. Funk to move the approval of the resolution for the Lot 2 Subdivision Plan for 20 McKinley Avenue, with conditions, to the Council agenda. Motion carried.

Primrose Lane – Lots 4 and 5 – It was moved by Mr. Roland, seconded by Mrs. Funk to move the approval of the resolution for Primrose Lane – Lots 4 and 5, with conditions, to the Council agenda. Motion carried.

RECREATION COMMISSION: There was consensus among the Committee to move forward with contacting the YWCA about possible help with management of the summer playground program.

NEW BUSINESS

Mrs. Funk questioned the current tuition reimbursement policy. She recommended review to come before the Governance Committee.

President Reichart asked for Staff comment and review, for report back to Council. The matter could then be referred to the Governance Committee for discussion if desired.

OLD BUSINESS

Mrs. Funk asked for a revised draft social media policy. Manager Dunford will have it prepared for review by the Governance & Policy Committee for the May meeting.

Manager Dunford stated she will be out of the office next on vacation next week, but will attend all meetings.

ADDITIONAL PUBLIC COMMENT – None was presented.

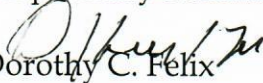
Chairman Rupp thanked all who were in attendance this evening.

9:10 PM: It was moved by Mr. Hegberg, seconded by Ms. Hoover to temporarily adjourn to an executive session under sections 708a (1,2,3,4,5) of the Sunshine Act. Motion carried.

9:40 PM: The meeting reconvened.

It was moved by Mr. Chesney, seconded by Mr. Kress to adjourn the meeting at 9:40 PM. Motion carried.

Respectfully submitted,


Dorothy C. Felix
Borough Secretary